SERVICE MANUAL FOR EXHIBITORS

- Industrial Exhibition -

The First Open Meeting of the European Knee Associates (EKA)
The Osteoarthritic Knee
Best Current Practice in Europe (BCPE)

24. - 26. November 2011

HOFBURG Vienna
Heldenplatz
1014 Wien
Österreich

As of July 2011

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A. General information for exhibitors

1.	**Meeting:**	First Open Meeting of the European Knee Associates (EKA) The Osteoarthritic Knee - Best Current Practice in Europe (BCPE)
2.	**Date:**	24 – 26 November 2011
3.	**Venue:**	HOFBURG Vienna Mr. Christian Koprolin Heldenplatz A-1014 Wien Austria Tel.: +43 1 5873666 16 Fax: +43 1 5356426 E-Mail: c.koprolin@hofburg.com www.hofburg.com
4.	**Organiser:**	Intercongress GmbH
5.	**Scientific board and moderators:**	Jean-Noël Argenson (France) Andrea Baldini (Italy) Francesco Benazzo (Italy) Roland Becker (Germany) Johan Bellemans (Belgium) Maurilio Marcacci (Italy) Emmanuel Thienpont (Belgium) Jan Victor (Belgium) Ate Wymenga (Netherlands)
6.	**Organisation of the industrial exhibition:**	Intercongress GmbH Ms. Silke Melzer Düsseldorfer Str. 101 D-40545 Düsseldorf Tel.: +49 211 585897-85 Fax: +49 211 585897-85 E-Mail: silke.melzer@intercongress.de
7.	**Industry area:**	Hofburg Mezzanin (1st floor)
8.	**Floor:**	wooden floring
9.	**Max. height:**	**Publicity Points:** Wintergarten: 4,00m **Technology Suites:** Geheime Ratstube: 2,50m Marmorsaal: 2,50m Antekammer: 2,5m Rittersaal: 2,50m Trabantenstube: 2,50m Künstlerzimmer: 2,20m Radetzky App. I: 2,20m Radetzky App. II: 2,20m

10. Conditions:

See general terms and conditions of Intercongress GmbH and the Exhibition Regulations of Wiener Kongresszentrum Hofburg Betriebs-gesellschaft m. b. H. **(section C)**.

11. Dates:

Delivery and Set-up:

Thursday, 24 November 2011:	07.00 - 12.00 h

Opening Hours:

Thursday, 24 November 2011:	12.00 - 19.00 h
Friday, 25 November 2011:	07.00 - 16.30 h
Saturday, 26 November 2011:	07.00 – 11.30 h

Welcome reception:

Thursday, 24 November 2011:	19.00 – 20.00 h

Dismantling:

Saturday, 26 November 2011:	13.30 - 17.30 h

Please note that the first coffee break on Friday is taking place from 11.00 – 11.30 h. The first lecture will start at 7.00 h and from that time on participants are able to walk through the Wintergarten and the Technology Suites. It is up to each company when to equip the Publicity Points and Technology Suites with personnel.

Please also note that the dates and time for set-up and dismantling are fixed. Set-up or dismantling activities outside these times are prohibited due to safety reasons!

As evening events are taking place in the Hofburg it would be needed that the dismantling in the Technology Suites and the Wintergarten will be finished on Saturday by 17.30 h. The loading of the trucks on ground floor can last until 20.00 h.

12. Delivery/ transportation/ storage:

Please organise the delivery of your exhibition material with Schenker. Schenker can store your material in their warehouse prior the set-up day, assist for the unloading of your vehicles and take care of the storage of empty boxes during the meeting.

Schenker Deutschland AG - DB SCHENKERfairs
Ms. Corinna Walz
Telefon: +49 30 301 2995 - 454
Fax: +49 30 301 2995 - 459
E-Mail: corinna.walz@dbschenker.com

Material that can not be picked up on Saturday, 26 November 2011 until 16.00 h has to be stored with Schenker. Please organise storage with Schenker prior the meeting. Material left at the Hofburg after the dismantling will be stored by Schenker at the expenses of the exhibitor.

Small items like brochures can be shipped directly to the Hofburg:

HOFBURG Vienna
1st EKA-Meeting/Publicity Point or Technology Suite/Company name
Heldenplatz
1014 Wien
Österreich

13. How to reach the Hofburg: See **section D1**.

14. Set-Up: The set-up will be handled through the deliver gates I and II at the Hofburg Vienna. A freight elevator is available: (length 4,20m, width: 1,80m, heigth 2,10m).

Please be aware that deliveries can not be wider than 1,50 m as right behind the exit of the elevator on first floor there is a door with only 1, 55m width.

Forklifts, pallet trucks and other means of transportation are prohibited in the Hofburg. Please use the transport trollies of the Hofburg (2m x1m) as they have special tires that do not leave marks or scratches on the wooden flooring. Damages that are caused on floors, walls, doors or others will be charged to the causing company's account.

Technology Suites: Please be aware that all fire extinguisher and fire alarm boxes need to be accessible. Please consider this while planning the design of the Technology Suites. In **section D5** you can find a plan with the exact location of the fire extinguisher and fire alarm boxes.

15. Parking: Cars can be parked during the meeting on the parking lanes 1-5 and 7-13 as long as enough spaces are available. Please see the map of the Hofburg area in **section D 3**.

Please be aware that the parking of trucks is prohibited in this area. **Vehicles that are parked within the parking area of the OSZE will be removed at the owner's expenses within 15 minutes.**

16. Exhibitor's badges: Will be available at the Exhibitor's Service Desk in the Hofburg Vienna from November 24, 2011; the badges allow the exhibitors the visit the scientific lectures. Per 3sqm each exhibitor will receive 1 badge free of charge. Additional exhibitor's badges please see **section E1.**

17. Standsystem/Furniture: SYMA-SYSTEM GmbH
SYMA – AUSTRIA
Mr. Christian Singer
Tel. +43-2245-2497-75
Fax +43-2245-2497-85
E-Mail Christian.Singer@syma.at

Order form will follow.

18.	**Electricity:**	Richard Lesonitzky GmbH Mr. Richard Lesonitzky A-1180 Wien Tel.: +43 1 470 37 00 Fax: +43 1 470 37 00 19 E-Mail: event@LESO.at Order form, see **section E3**.
19.	**Internet:**	Wireless LAN will be available during the meeting. Log-in information will be available onsite at the exhibitor service counter.
20.	**Catering:**	Information will follow.
21.	**Booth cleaning, Securtiy, hostess:**	Mr. Kurt Pfeiffer Organisation von Veranstaltungen A-1140 Wien Mobil: +43 676 40 11 441 Fax: +43 1 911 39 70 E-Mail: k.pfeiffer@netway.at
22.	**Guarding/Insurance:**	The Hofburg Vienna will be locked each evening. However, neither the Venue, nor the EKA, nor Intercongress GmbH shall be liable for loss or damage of exhibits or stand fittings. We therefore recommend not to leave valuable goods in/at booths or hire security through Mr. Kurt Pfeiffer. It is recommended to have insurance for the stand, the exhibits and the stand personnel.
23.	**Activities outside the rented spaces:**	Activities outside the Publicity Points and Technology Suites like distributing brochures, questionnaires and other are prohibited.
24.	**Hotel reservation:**	See **section F**
25.	**Authorisation:**	Every exhibiting company is in charge that the regulations of the Hofburg Vienna and the Intercongress GmbH will be followed at all times and that all needed authorisations are secured. **Please keep certificates ready that all material used in the Technology Suites or Publicity Pointes are fire resisting. Security checks might be possible.**

This document is part of the contract and are binding approved with the signature of the booking form of a Technology Suite or Publicity Point!

B. General conditions for exhibitors

1. The exhibitors are restricted to the location, size (external dimensions) and shape of the stands stated in the exhibitors' plan. Alterations require the written consent of the Organiser. The marked escape routes have to be kept clear at all times.

2. It is not allowed to assign the rented stand area or parts thereof to other companies.

3. The additional costs stated in the exhibitors' invoices cover the fees for corridor cleaning, waste disposal and exhibitors' service.

4. The exhibitors design their stands to their own responsibility, as far as this is not inconsistent with regulations of the general conditions for exhibitors. The booths have to be open to the ceiling. Decorations and coverings have to be hard to inflame.

   Sign posts must not be covered, emergency exits and supply channels must not be blocked.

   All electrical equipment has to be installed according to VDE-regulations. Floors, walls, lamps etc. are to be treated with care. It is not allowed to drill, nail or screw. All damages incurring have to be reported at once and will be removed at the responsible party's cost.

   In case of lose carpet being laid, it is essential that the edges be secured.

5. The use of inflammable or toxic gas is strictly prohibited. Apparatus and equipment used within the exhibition as well as other appliances and items of furniture brought into the exhibition have to meet the general safety regulations.

6. The exhibitors commit themselves to taking back packing material and hazardous waste.

7. Furniture, electrical equipment etc. will be provided and charged separately after receipt of the corresponding order forms.

8. Deliveries have to be marked with the name of the company, the event and the stand-number. They have to be delivered with all carriage paid. **Deliveries outside the official set-up and dismantling times are not possible, as there is not enough storage room available in the congress centre.**

9. Vehicles must not be parked in the indicated no-parking areas. During set-up and dismantling times, unloading of goods is possible in the yard besides the building.

10. Beyond the legal liability, no further liability can be accepted. Especially excluded are liabilities of the Organiser concerning personal and property damages as well as burglary or theft and other loss of assets. We recommend all exhibitors to take out a special insurance against theft.

11. The use of additional means of advertising outside the rented stand area has to be announced to the Organiser and will involve extra costs. These means of advertising must not cause any acoustic or optical inconvenience.

12. **The given set-up and dismantling times have to be strictly observed. An early dismantling of booths shall not be tolerated.**

13. The exhibitors are obliged to clear-up their stand areas and leave them in a tidy state.

14. The householder's rights in the exhibition area and the affiliated grounds remain with the respective property management (in this case the congress centre Alfândega). The orders of the supervisory staff have to be followed immediately. The security staff is entitled to enter and inspect stand installations at any time.

15. Should any regulation of these general conditions be or become void, this shall not affect the validity of the remaining regulations. The void regulation shall be replaced by a valid regulation, which is closest to its meaning, aim and economic purpose.

Intercongress GmbH
As of January 2008

INTERCONGRESS überzeugt. bewegt!

C

General Terms and Conditions of Business for the Rental of Exhibition Space

1. Preamble

1.1. Contracting parties to the rental agreement shall be the Organiser and the Exhibitor. The Organiser will be published in the printed material of the event. In case Intercongress GmbH is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Wilhelmstr. 7, 65185 Wiesbaden, Germany (here after "IC") for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.

1.2. Services on the part of the Exhibitor shall be rendered exclusively on the basis of these General Terms and Conditions of Business. They shall also apply to the participation of the Exhibitor in future events arranged by the Organiser provided that the latter is represented by IC in this regard. Any Terms and Conditions of the Exhibitor which shall deviate from or conflict with these Terms and Conditions of Business shall not be accepted, not even in the event of the Organiser performing his services without further reservations.

2. Quotation and Conclusion of Contract

2.1. Quotations made in prospectuses, advertisements etc. shall be subject to change without notice and without obligation, also with regard to price details. Submission of the completed stand application form shall represent an offer to contract on the part of the Exhibitor. The Exhibitor shall be bound to this offer until four weeks after the deadline of receipt stated on the application form. In case this deadline has already expired, he shall be bound to his offer for four weeks. In the case of a businessman, the contents of the stand confirmation shall be binding for the agreement, even if these differ from the contents of the application and the Exhibitor does not object to the amendment within 14 days.

2.2. The agreement shall also include the house rules, the product classification as well as the organizational and technical provisions which shall be forwarded to the Exhibitor prior to the event.

3. Authorization to Exhibit

3.1. IC shall decide upon consultation with the Organiser on the authorization of an Exhibitor. A right to be authorized shall not exist.

3.2. The event shall in the first instance be open to manufacturing companies. Distributors and importers may not be authorized as Exhibitors unless they are able to produce evidence of having exclusive sales rights for the Federal Republic of Germany. In each case, only one stand may be rented for the same products of one manufacturer and used for the agreement. In case that the Exhibitor has not fulfilled these prerequisites, the Organizer may rescind the Agreement.

3.3. The Exhibitor shall only be permitted to use the stand himself. Assignment of the entire stand or the part thereof to other companies shall require the consent of the Organisers. The latter may increase the price (Clause 6). The Co-exhibitors shall be joint and each liable for all contractual obligations.

4. Allocation of Exhibition Space

4.1. Exhibition space shall be allocated according to the order of receipt of applications. The date of receipt by IC shall be decisive.

4.2. Notwithstanding the stand confirmation, IC shall reserve the right to subsequently allocate a differently positioned stand to the Exhibitor, alter the area of his exhibition space, relocate or close entrances and exits to the exhibition site or to the halls, provided that, taking into consideration the interests of the Organiser, such alteration shall be fair and reasonable for the Exhibitor. Should adherence to the stand confirmation present an unreasonable degree of hardship for the Organiser, yet such alteration be unacceptable to the Exhibitor, the former may rescind the agreement.

5. Stand Construction and Design

5.1. The construction and design of the stand must comply both with the general rules on competition and regulative law and with the technical safety regulations. Visual or acoustic disturbance of adjacent areas must be avoided.

5.2. The stands must be manned during opening times and equipped with exhibits.

5.3. Only objects which correspond to the exhibition program, have been registered and are brand-new may be exhibited. Other objects may not be exhibited unless this shall be absolutely necessary for the presentation or functioning of the permitted exhibits.

5.4. The sale of exhibits – including exhibition samples, software and specialist literature – to private persons outside the legal opening hours for retail shops is prohibited; moreover, the regulations regarding the quotation of prices order are to be observed.

5.5. The Organiser shall be entitled to remove exhibits or have them removed from the stand at the expense of the Exhibitor, should their exhibition be prohibited and the Exhibitor not immediately remove them upon the request of the Organiser. Should removal of the object not be possible or not adequate to establish an acceptable state, the Organiser may terminate the agreement with immediate effect.

6. Prices

6.1. The prices quoted shall apply to each square meter of stand area or part thereof plus the statutory value added tax applicable at any given time. There shall be no deductions for hall supports. The prices quoted represent all assembly days including days for set-up and dismantling.

6.2. Additional charges for electricity, furniture, flowers, decorations etc. shall be invoiced separately. Various surcharges for Co-exhibitors shall apply.

7. Terms and Conditions of Payment

7.1. The stand rental fee shall be payable net, plus an appropriate advance payment towards additional charges to be determined by the Organiser and plus value added tax, upon registration and issue of an invoice by IC. Payments shall be remitted to a separate account only which shall be advised.

7.2. In the event of default on the part of the Exhibitor, the Organiser may charge interest payable on arrears at the rate of 5 % p.a. above the basic interest rate in force at the time of default. So far as only businessmen are involved in the legal transaction, interest payable on arrears will be at 8 % p.a. above the basic interest rate in force at the time of default. Should the Organiser be in a position to substantiate that greater damages have been caused by default, a claim may be made for this amount. The Exhibitor is however entitled to prove that damages resulting from default have not occurred or only to a lesser degree. If the Exhibitor is a businessman, he shall be obliged to pay the interest stated in the first sentence of this subclause within two weeks of dispatch of the invoice without a reminder being necessary.

7.3. With respect to the marketing of those items for which he shall possess a hirer's lien, the Organiser shall be unrestricted; to the extent that statutory provisions are permissible, these shall be eliminated by this agreement.

7.4. The Exhibitor may only set off against amounts due to the Organiser from the rental agreement such claims and only exercise a right of retention in relation to such claims as are either undisputed or legally effective.

8. Reservation of Rights of Amendment and Rescission

8.1. Having serious reason (e.g. industrial dispute, force majeure), the Organiser shall be entitled to relocate, curtail, temporarily close entirely or in part, or cancel the exhibition. He shall immediately notify the Exhibitor accordingly. In the event of relocation or curtailment, he shall request the Exhibitor to declare his agreement within a reasonable period (usually two weeks). Should the Exhibitor not object to the relocation or curtailment within this period, consent shall be deemed to have been given. When setting a final date, the Organiser shall expressively point out to the Exhibitor the implications of his silence. Should the Exhibitor object, the Organiser may rescind the agreement.

8.2 In case the event cannot be organised or is subject to change due to reasons which are outside of the sphere of responsibility of Intercongress GmbH (e.g. natural catastrophe, strike or force majeure), no claim for refund of the (proportionate) registration fees or for a compensation of any (financial) losses can be made.

8.3 The Organiser may rescind the Agreement should the Exhibitor default or insolvency proceedings be instituted in relation to his assets or should the Exhibitor's company be liquidated for other reasons.

9. Limitation of Liability

9.1. Neither the Organiser nor IC shall be obliged to take precautions against loss or damage of exhibits or stand fittings.

9.2. The Organiser and IC shall not be liable, except in cases of intent or gross negligence, for damages suffered by Exhibitors as a result of erroneous particulars relating to allocation of space, stand assembly or the approval of the stand design, entries in the catalogue, alterations in the area of the stand to which objection is not immediately made in writing as well as the endearing of other legal causes. Limited liability shall also apply to the conduct of sub-contractors. Claims for damages brought against the Organiser arising from contractual or quasi-contractual breach of duty or from offence have to be enforced by suit within a stipulated period of 6 months. The stipulated period begins at the time of information or from the end of the exhibition at the latest.

9.3. This shall not affect the statutory warranties of the Organiser.

10. Composition of Damages

Should the Exhibitor rescind the agreement without due justification or should the Organiser rescind the agreement for reasons to be found in the person of the Exhibitor, the Organiser may calculate a lump sum for damages incurred as a result of the rescission and invoice the Exhibitor accordingly. The lump sum shall amount to

- 80 % of the total stand rental, plus additional charges, however with the exception of electricity costs, in cases of rescission within four weeks prior to the exhibition.

- 50 % of the total stand rental, excluding additional charges, in cases of rescission within six months prior to the beginning of the exhibition.

- 25 % of the total stand rental, excluding additional charges, in cases of rescission at any previous date.

Should the damages actually incurred be greater, the Organiser may claim for the greater amount. Should the Exhibitor prove that the damages are less than the lump sums, a correspondingly reduced amount shall be payable.

11. Final Provisions

11.1. All declarations made in connection with this agreement must be submitted in writing.

11.2. Should any provision of these Terms and Conditions of Business or other agreements between the parties be or become void, this shall not affect the validity of the remaining provisions. It is agreed that instead of the invalid provision a valid condition shall be accepted which comes nearest to the intended economic purpose.

11.3. German Law shall apply to this agreement.

11.4. Should the Exhibitor be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg. In addition, the Organiser and IC shall also be entitled to institute legal proceedings against the Exhibitor at his place of general jurisdiction or at any particular place of jurisdiction which may already exist.

Intercongress GmbH, 2010

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VIENNA

EXHIBITION REGULATIONS
of
Wiener Kongresszentrum Hofburg Betriebsgesellschaft m. b. H.

1. General

1.1. These rules are an integral part of the agreement between the Client and Wiener Kongresszentrum Hofburg BetriebsgesmbH (hereinafter also referred to as the “Operating Company”). The Client (hereinafter also referred to as the “Contractual Partner”) shall ensure that these rules are known to and complied with by his business partners (e.g. stand assembly firms and other contractors), hereinafter also referred to as “Third Party Companies” or “Agents”.

1.2. The validity of the General Terms and Conditions of Business and Terms and Conditions of Quotation of the Operating Company shall neither be altered nor restricted by these exhibition regulations, which are additional thereto.

1.3. Please treat the floors, walls and doors with the utmost care and attention, as the premises are located in largely historic building.

2. Tours and inspections

The Client and an exhibition organiser nominated by the Operating Company and authorised by the Client (also referred to as the “Authorised Agent”) shall inspect the building (and the hired facilities) in the company of the project manager responsible prior to the commencement of the exhibition set-up works. The purpose of such inspection shall be to identify and record in writing any damage in the exhibition area. The Client (or his Authorised Agent) shall sign the record of the inspection. After the event and the removal of objects brought into the building an acceptance report recording any damage shall be drawn up by the Operating Company and signed by both parties to the contract.

3. Lift dimensions, floor loadings

3.1. Goods lifts are available for transportation purposes.

The loading surface of the lift at the Hofburg Congress Center is 1.50 m wide and 4.20 m long; maximum loading height is 2.10 m, and load capacity is 4,200 kg or 56 persons.

The loading surface of the lift in the Redoutensäle area of the building is 1.50 m wide and 2.40 m long; maximum loading height is 2.25 m and load capacity is 2,000 kg or 26 persons.

3.2. If the lifts are to be used to transport materials during set-up, the Operating Company shall provide one lift attendant per lift used at the expense of the organiser.

3.3. In order to prevent damage to floors (stone and parquet), the Client and/or his business partners shall use suitable carts, trucks and trolleys which do not leave marks or scratches. Use of forklift trucks or pallet trucks is prohibited.

3.4. If materials are transported via the stairways the ramps must be used; otherwise, the items in question shall be carried by at least two persons.

3.5. The maximum permitted floor loading per square metre is 350 kg.

3.6. The Operating Company reserves the right to require the Client to furnish a structural and/or technical report on the objects that the Client wishes to set up on the premises.

4. Loading area

4.1. Loading areas in front of the premises of Wiener Kongresszentrum Hofburg BetriebsgesmbH may be made available to the Client on request. The area required and anticipated duration of loading must be notified to the Operating Company. The vehicles used must display a loading zone card (available from the porter). Heavy goods vehicles are absolutely prohibited from parking in the loading areas for the entire duration of the conference/exhibition. Please observe this rule strictly, as infringements can result in considerable expense. The Operating Company accepts no liability for parking fines or tow-away fees. The loading areas shall be kept free outside the set-up and dismantling times.

4.2. If deliveries are to be made by heavy goods vehicle attention should be paid to the fact that vehicles with a length of 12 m or more require special permits to enter the area inside Ringstrasse. Clients must apply for such permits to Municipal Department 46 (MA 46), Traffic Management and Organisation, Ignazgasse 4, 1120 Vienna; T +43 1 81114 direct dial 92691; e-mail: post@m46.magwien.gv.at.

5. Alterations to the premises, Third Party Companies and equipment, bringing in of objects

5.1. In the event that alterations to the premises are required in connection with the exhibition or that Third Party Companies, third party equipment or other items (hereinafter referred to as “Objects”) are brought on to the premises of the Operating Company, particular care shall be taken to comply with clauses 13 and 14 of the General Terms and Conditions of Business and Terms and Conditions of Quotation.

No Objects of any kind whatsoever may be brought on to the premises in the absence of a prior agreement between the Contractual Partner and the Operating Company. Agreement shall be reached as to the time and form of delivery, as well as any storage.

5.2. The Operating Company also reserves the right to reject Third Party Companies desired/engaged by the Client if there are justified concerns with regard to such companies care and diligence.

5.3 In the event that heavy goods vehicles are brought on to the premises the safety requirements must be fulfilled, and proof of compliance in the form of the necessary official and technical permits furnished to the Operating Company.

Please note that the fuel tanks of such vehicles must be completely drained and flooded with nitrogen (proof of same must be furnished), and the batteries unclamped.

6. Exhibition set-up and dismantling, supervision

6.1. The exhibition area of the premises must, without fail, be treated with care. This applies in particular to the floors, walls, doors and doorposts, light fittings, staircases and lifts.

6.2. Drilling, screwing or nailing into the walls, ceilings, floors or columns is prohibited. Walls and pillars may not be subjected to loading from the weight of exhibition stands or exhibits. When planning your event, please bear in mind that all structures, stand elements, equipment, etc. must be self-supporting.

6.3. If objects (stand structures, rigs, etc.) are set up for exhibitions the Client shall lay suitable protective sheeting or carpeting (minimum thickness 2 mm) under them. Such structures must be at least 15 cm from the walls. As soon as rigs are erected on stands, these superstructures must be accepted and declared structurally sound in writing by a structural engineer; this must take place prior to the inspection by the authorities.

6.4. Painting and wallpapering within the exhibition facilities is only permitted if the floors are protected by suitable sheeting.

6.5. Clients shall use best efforts to prevent dust generation. Woodworking equipment such as milling cutters may not be used unless fitted with an appropriate integrated automatic dust extraction system (dust bag).

6.6. If double-sided adhesive tape is employed to fix carpeting or tiles to the floor, and/or secure decorations, only tape approved by the Operating Company may be used. Such tape shall be so removed by the Contractual Partner after the event that no residues remain.

6.7. Only loose laid carpets or floor tiles may be used as floor coverings in the exhibition facilities. Use of adhesives to fix floor coverings to the floor, or of self-adhesive carpet tiles is prohibited.

6.8. Dismantling must be carried out in a competent manner, and must be completed by the contractual deadline. The Operating Company shall otherwise be entitled to place in safe keeping or entirely remove all objects brought on to the premises, irrespective of ownership, at the expense and risk of the Contractual Partner.

6.9. The Client shall be responsible for the disposal of waste of all kinds arising from the event itself, and/or set-up and dismantling. If the Contractual Partner fails to comply with this obligation, then the Operating Company shall be entitled to instigate the disposal of the waste at his expense.

7. Safety

7.1. All hall entrance and exit doors, emergency exits, corridors, stairwells and the like must be kept completely free and unobstructed at all times. Circulation and escape routes must be at least 2.25 m wide.

7.2. Emergency exit lights must be visible at all times and may neither be obstructed nor obscured from view.

7.3. Fire protection equipment such as hand-held fire extinguishers, fire alarms (push-button alarms) and hydrants must always be visible and accessible, and may not be obstructed or obscured from view. The positioning of the safety equipment is indicated on the floor plans which exist for each storey of the building. In the event that walls or stands are nonetheless erected in front of push-button alarms, it must be possible to activate the alarms at all times (openings in the stand partitions), and the positions of the alarms must be clearly indicated by signage.

7.4. The fire doors must be kept free, and the minimum width of 2.50 m required due to the automatic closing mechanisms be observed.

7.5. Inflammable materials such as highly inflammable plastics, paper, cardboard or reed matting may not be used for stand construction or facing, or for decorative purposes. Valid impregnation certificates for decorations posing a potential fire hazard (B1/Q1/TR1) shall be submitted to the Operating Company.

7.6. Naked flames, cooking appliances, lasers and gas cylinders of all kinds are prohibited.

7.7. Storage of empties and packaging in and behind stands is prohibited.

7.8. Storage on the premises of the Operating Company requires the consent of the same.

7.9. Maximum stand height is 3 m, subject to clearance from the chandeliers. Wall mounted light fittings must be carefully incorporated in stand designs as they cannot be dismantled due to their age and the nature of their construction.

7.10. Smoking is strictly prohibited in the exhibition facilities during set-up, the event itself and dismantling.

7.11. The Client shall deploy supervisory staff in the exhibition facilities at his expense during the set-up and dismantling periods. Such staff shall ensure that exhibitors and their employees or contractors perform the necessary work with care and without damaging the building or its contents.

7.12. The Operating Company shall also provide staff (for the account of the Client) to supervise the set-up and dismantling of the exhibition and ensure that the regulations are observed.

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8. Liability

Please refer to the General Terms and Conditions of Business and Terms and Conditions of Quotation.

9. Catering

On stand hospitality may only be provided in consultation with the Operating Company, by the catering companies authorised by it, which will be made known to the Contractual Partner in the quotation. A separate agreement with respect to such services shall be made with one with of the two companies named in the quotation. Clients are strictly prohibited from bringing their own food and beverages on to the premises or engaging their own catering contractors.

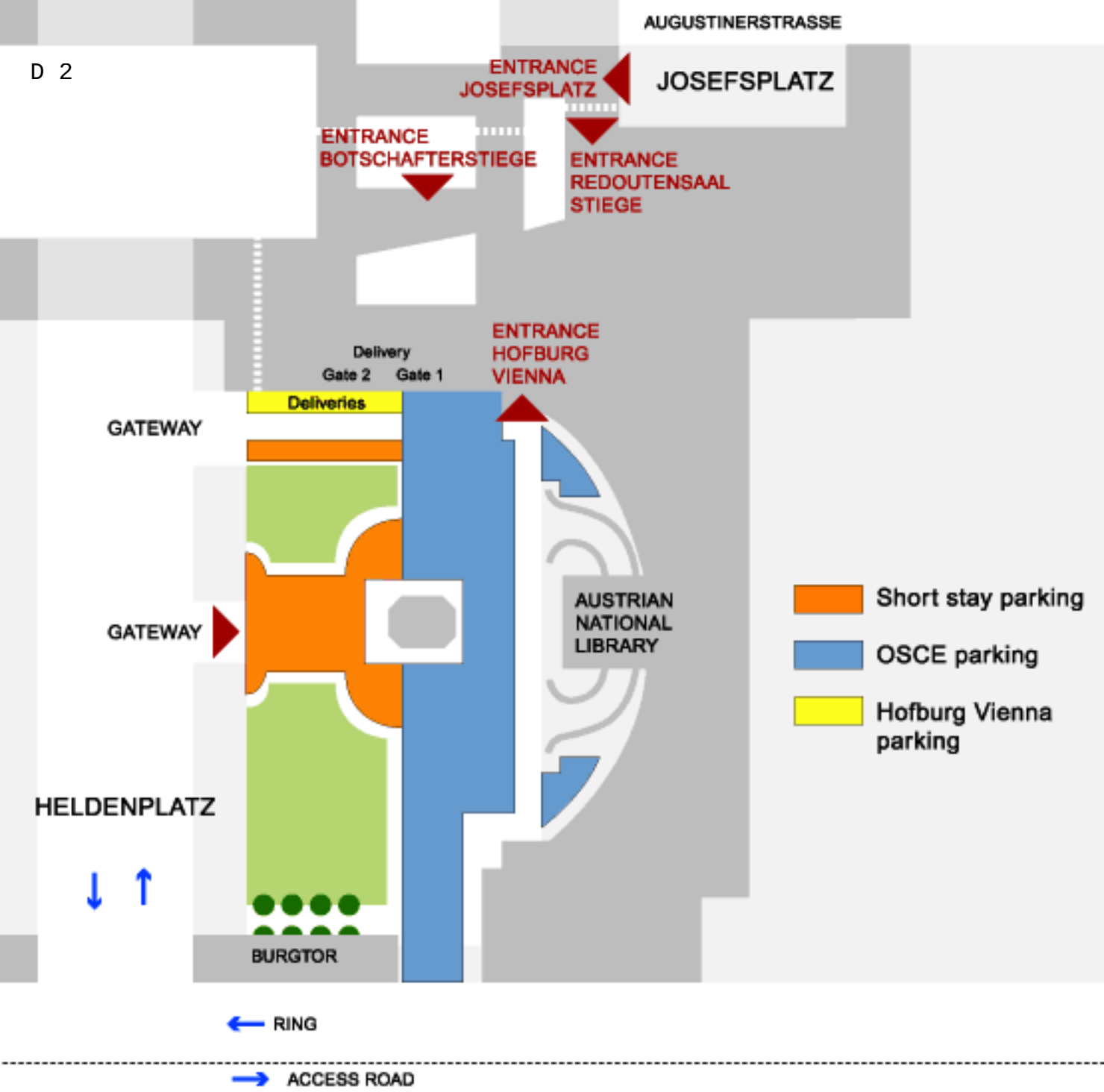
10. Subsidiary agreements, amendments

Any amendments or additions to these regulations shall not be made except as in writing.

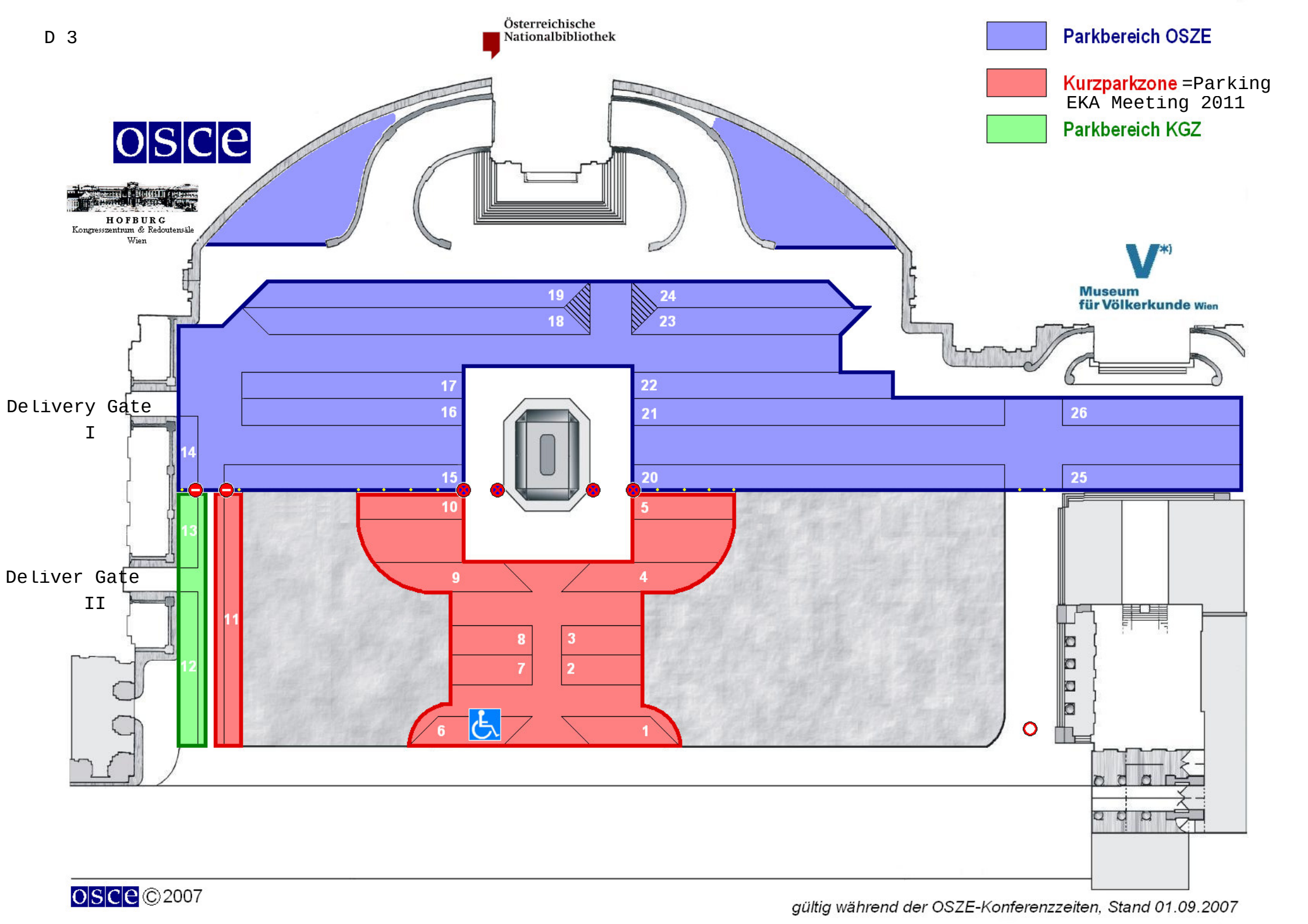
WIENER KONGRESSZENTRUM HOFBURG
BETRIEBSGESELLSCHAFT m.b.H.
Heldenplatz, 1014 Wien

D 1

Parking garage
Freyung
Parking garage
Rathaus
Parking garage
Museumsquartier
Parking garage
Oper
Parking garage
Le Meridien
DIRECTION
VIENNA
INTERNATIONAL
AIRPORT


D 2
AUGUSTINERSTRASSE
ENTRANCE JOSEFSPLATZ
JOSEFSPLATZ
ENTRANCE BOTSCHAFTERSTIEGE
ENTRANCE REDOUTENSAAL STIEGE
ENTRANCE HOFBURG VIENNA
Delivery
Gate 2
Gate 1
Deliveries
GATEWAY
GATEWAY
AUSTRIAN NATIONAL LIBRARY
HELDENPLATZ
BURGTOR
Short stay parking
OSCE parking
Hofburg Vienna parking
RING
ACCESS ROAD

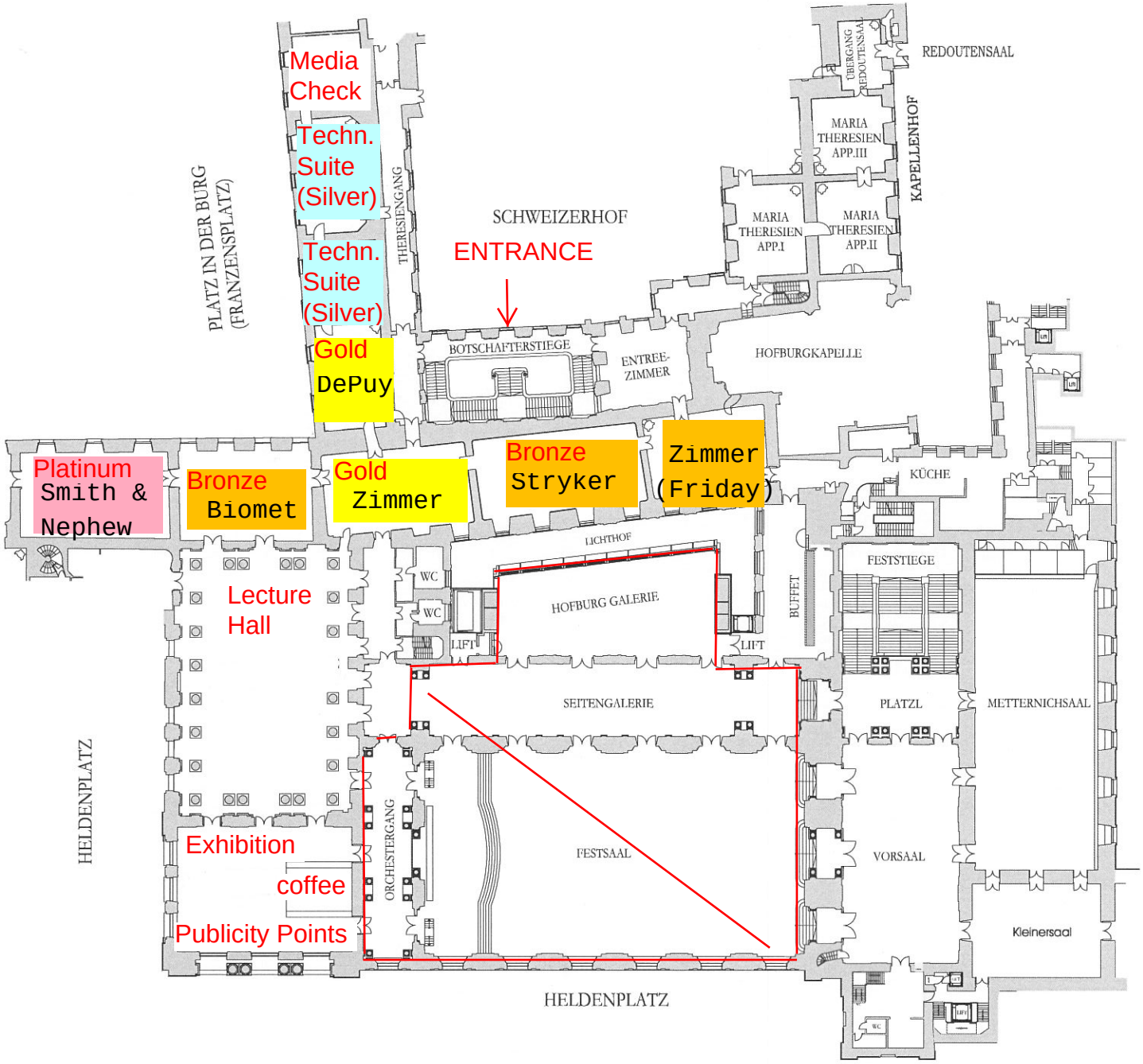
D 3



OSCE ©2007

gültig während der OSZE-Konferenzzeiten, Stand 01.09.2007

D 4



HOFBURG VIENNA

ÜBERSICHTSPLAN;

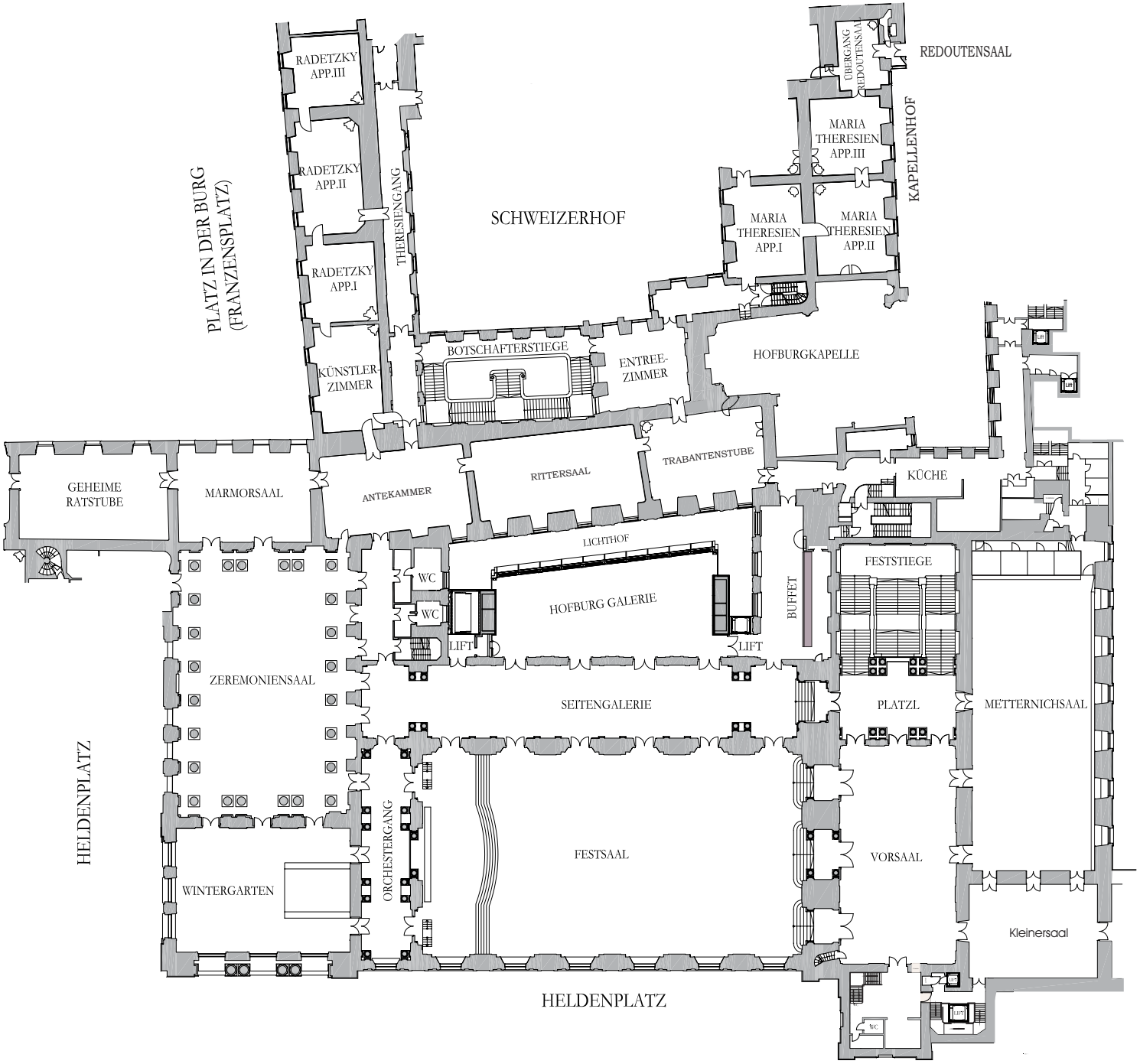
MEZZANIN

ANMERKUNGEN;

MASSSTAB;

1m 5m 15m 25m
0m 2m 10m 20m 30m

D 4



HOFBURG VIENNA

ÜBERSICHTSPLAN;

MEZZANIN

ANMERKUNGEN;

MASSSTAB;

1m 5m 15m 25m
0m 2m 10m 20m 30m

D 5

Folgende Punkte sind bei den Brandschutztüren zu beachten:

.) Die Brandschutztüren dürfen nicht blockiert werden.
Sie müssen jederzeit automatisch schließen können.
.) Wenn die Türen elektrisch aufgestellt sind,
dürfen sie nur mittels "Türzu" Schalter geschlossen werden.
.) Sollte ein Teppich ausgelegt werden muss 50 cm vor und nach der
Brandschutztür der Teppich unterbrochen werden.

HOFBURG VIENNA

ÜBERSICHTSPLAN:

MEZZANIN

ANMERKUNGEN:

Sicherheitseinrichtungen

MASSSTAB:

1m 5m 20m 40m
0m 2m 10m 30m 50m

E 1 Order Form

Please return form until 1 October, 2011 to:

Intercongress GmbH
Silke Melzer, Wilhelmstr. 7, 65185 Wiesbaden, GERMANY
Phone +49 611 97716-60 **Fax** +49 611 97716-16
silke.melzer@intercongress.de

ORDER FORM

Badges for exhibitors

Company: _

Contact person: _

Address: _

Badges:

You will receive 1 exhibitors' badge per 3 sqm exhibition space FREE OF CHARGE, which will be available at the Exhibitor's Service Desk in the entrance area of the Hofburg from 24 November 2011.

Should you require further exhibitors' badges for your stand personnel, you can order them here:

We need further ..... exhibitors' badges at € 100,- per badge (plus VAT if demanded from Austrian tax office).

These will also be available at the Exhibitor's Service Desk from 24 November 2011.

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Place, date

_ _
Stamp, signature

der LESO®
Your Partner for Electric and Light

HOFBURG
VIENNA

Richard Lesonitzky GmbH. partner of Kongresszentrum Hofburg BetriebsgesmbH.

Dear Exhibitor!

Ref: Electrical equipment for exhibition – power supply

The „Kongresszentrum Hofburg BetriebsgmbH" in Vienna has asked us (Richard Lesonitzky GmbH) to send you an order form for the desired circuit lines, outlets as well as the desired lighting. We took care to make some packages of different power (ampere) for you. – Please choose as you need it/them! Each connection consists of the proportionate offshore net construction as well as specified switch with connection belonging to it and on loan, including assembly and dismantling. Perhaps there is a need of a booth-grounding if you have a metal stall as well as the report of results of the commission before you start your event. You have to submit the examination report to the „Magistrat of the City of Vienna".

If you do some installations on your own, you have to carry out a booth-grounding separatly and you also need a separate report result of the commission. Please be informed that we have to charge you for these costs, too. You also have the possibility to have your own material installed by us if it is corresponding to the standard. Please do not forget to order these services timely before the beginning of the event.

If you carry out the electrical installations for your stall on your own, we have to check the proper execution of your work according to the appropriate exhibition determinations in Austria (no matter how much connections you have within your stand).
In case that the electrical installations have been ordered by you or have been carried out by your own staff, this check passes the liability for your part to the „Kongresszentrum Hofburg BetriebsgmbH" in Vienna. You guarantee that all this work was performed properly and carried out corresponding to the appropriate legal determinations. If this is not the case, the „Kongresszentrum Hofburg BetriebsgmbH" in Vienna will charge you for all damages which will occur.

For Neonsystems (High voltage) you have to submit a certificate of the source unit which is a proof that the construction corresponds to the „OEVE – Instructions". We will also have to charge you for the cost of electricity as following:
- costs during the installation
- costs during the event

Please take note that for our company and for the „Kongresszentrum Hofburg BetriebsgmbH" in Vienna the person who is authorized to sign (this means who is authorized to place oders with us or the „Kongresszentrum Hofburg BetriebsgmbH" in Vienna) has to be present during the installation and during the event at the stand or premises rented.

As already agreed in our contract, the payment has to be carried our after accounting, within 8 days, net, without any discounts. We reserve the right to require a bail in certain cases before the execution of the order. If there is a delay in payment, we will charge you for all costs which will arise from it (fine, collection costs, interest on arrears are 12% per anno as already agreed in our contract).

Jurisdiction and place of execution Vienna.

Please do not forget to fill in the enclosed order form and eventually send us an outline for the electrical installations.
Please send it by return mail to Richard Lesonitzky GmbH, 1180 Vienna, Lacknergasse 78 (at latest 3 days before the start of the installations for the exhibition).

After receiving your order, you will get the invoice immediately. The inovice should be payed until 14 days before the event starts, so that we can guarantee your power supply.

We point out that the contents of this letter also become object of our agreement.

Yours faithfully,

Richard Lesonitzky GesmbH

1180 Wien, Lacknergasse 78, Tel. +431/47 037 00, Fax +43/1/470 37 00-19
partner of Wiener Kongresszentrum Hofburg BetriebsgesmbH

der LESO®

Your Partner for Electric and Light

HOFBURG VIENNA

Richard Lesonitzky GmbH. partner of Kongresszentrum Hofburg BetriebsgesmbH.

Company:	boothnumber:	exhibition:

Order Form 2011: Power Supply and Lighting

According to the „principle of public functions" all supplies have to be installed to be switched off heteropolar.
The main switch and the report result are a must. The offshored mains connections with heteropolar main switches and related possibility of supply (socket), booth-grounding, report result, and commission with the „Magistrat der Stadt Wien" are part of the installation of the power supply. All materials are on loan including the installation and dismantling during the event. Costs for electricity: kWh € 0,85.

Power Supply

	Symbol	Price €	Description
☐		**89,80**	**mini power supply 250W/230V***
☐		**176,00**	**power supply 2kW (2000W/230V)***
☐		**400,80**	**power supply 6kW (3x2000W/230V)***
☐		**400,80**	**power supply 6kW (6000W/400V)***
☐		**45,50**	**extension over 6kW every kW***

Distribution

	Symbol	Price €	Description
☐		47,50	switch 2kW 2pol.
☐		93,80	switch 6kW 3pol.
☐	15 / K	218,90	distribution board 15kW (230V)
☐		337,40	distribution b. 25kW (230V/400V)
☐		30,20	socket 3x 230V max. 500W
☐		45,30	socket 230V max. 2kW
☐	CEE16	102,60	powersocket CEE 16/5
☐	CEE32	218,90	powersocket CEE 32/5
☐		28,00	converter CEE16/5 to CEE32/5
☐		12,70	flatcable 3x1,5² (floor)
☐		22,80	flatcable 5x1,5² (floor)
☐		33,00	cable duct for floor
☐		101,50	mast 3m
☐		26,50	booth-grounding
☐		56,30	certificate for self-installation
☐		63,00	fitter hour

Light

	Symbol	Price €	Description
☐	P	34,00	halogenspot „Piccolo" 75W
☐	P	45,60	cantilever halogen „Piccolo" 75W
☐	H	46,50	halogenspot „Saturn" 100W
☐	H	55,10	cantilever halogen „Saturn"100W
☐	N	63,80	halogenspot 12V/50W
☐	N	70,20	cantilever halogen 12V/50W
☐		34,00	spot „Solo" 100W
☐		42,60	cantilever „Solo" 100W
☐		35,10	globelight 100W
☐	P	48,60	downlight 230V/50W
☐	N	59,60	downlight 12V/50W
☐	V	62,00	halogenspot 12V/50W Vertico
☐	S	70,20	halogenlight flood „Schauferl" 300W
☐	S	83,90	cantilever flood „Schauferl" 300W
☐	500	83,90	halogenlight flood 500W
☐	1000	130,00	halogenlight flood 1000W
☐	1500	185,10	halogenlight flood 1500W
☐			_____
☐			_____
☐			_____
☐			_____

*at least one power supply is necessary

For more information concerning our lightings please have a look at our homepage:
WWW.LESO.AT/HOFBURG or please ask for our catalogue. All prices are mentioned in Euro without VAT.
Based upon the prices 2011.

Richard Lesonitzky GmbH.
1180 Wien, Lacknergasse 78
Phone: +43/1/470 37 00 Fax: +43/1/470 37 00 19
Handy: +43/664/470 37 00 www.LESO.at - event@leso.at

Jurisdiction and place of execution Vienna. VAT: ATU 155 82 108

date:_____

_____
signature

_____
name in block letters

Orders must be payed until 14 days before the event starts. Please fax (+43/1/470 37 00 19) or mail (event@LESO.at) this form to us. It would be kind, if you could use the back of this page for the sketch of the electrical installation or to send it on a separate page!

F

Hotel

All participants get special rates when booking in the hotels mentioned below. These reservations made by Intercongress give you the chance to make a direct booking at an early stage. To make a reservation, please fill in the booking form and contact the hotel directly. Kindly use the **keyword "EKA Congress 2011"**. Please be aware of the booking- deadline for every hotel, because there is no guarantee that the special rates are still available beyond this date.

Congress hotel
Steigenberger Hotel Herrenhof

Herrengasse 10
1010 Vienna, Austria
Phone: +43 1 53404 867
Fax: +43 1 53404 844
E-Mail: esther.kittel@herrenhof-wien.steigenberger.at
www.herrenhof-wien.steigenberger.at

Superior category	
Single room:	349,- € per room/night
Double room:	349,- € per room/night
Deluxe category	
Single room:	379,- € per room/night
Double room:	379,- € per room/night
Breakfast:	28,- € per person/night

Located in the heart of Vienna, in the old town protected as a UNESCO world heritage site and only a stone's throw from the "HOFBURG VIENNA", the Steigenberger Hotel Herrenhof is the ideal starting point for excursions of all kinds. Cultural monuments such as the Gothic St. Stephen's Cathedral and shopping paradises as the famous "Kohlmarkt" market can be reached easily by walking.
© http://www.steigenberger.com/en/Wien/rooms

Booking deadline: October 24, 2011
To make your room reservation please use the booking form.

Radisson Blu Style Hotel

Herrengasse 12
1010 Vienna, Austria
Phone: + 43 1 22780 3214
Fax: + 43 1 22780 79
E-Mail: reservations.style.vienna@radissonblu.com
www.radissonblu.com/stylehotel-vienna

Standard category	
Single room:	€ 245,- per room/night
Double room:	€ 265,- per room/night
Breakfast:	included

Among four-star hotel rooms in Vienna, these deluxe rooms are a standout. Standard rooms sport a contemporary décor complete with modern art and design furnishings. The rooms are equipped with high-end amenities, such as free high-speed, wireless Internet access, flat-panel LCD televisions, CD and DVD players, mini-bar, hair dryer and individual climate control. The hotel is in walking distance from the HOFBURG VIENNA.
© http://www.radissonblu.com/stylehotel-vienna

Booking deadline: October 13, 2011
To make your room reservation please use the booking form.

INTERCONGRESS

Hotel Ambassador

Kärntner Straße 22
1010 Vienna, Austria
Phone: +43 1 96161 612
Fax: +43 1 96161 613
E-Mail: sabine.mayrhofer@ambassador.at
www.ambassador.at

Standard category

Single room:	200,- € per room/night
Double room:	200,- € per room/night
Breakfast:	25,- € per person/night

Tradition and present, arts and delights – experience the special flair of a top hotel in the heart of Vienna.
For more than 100 years the Ambassador Hotel offers elegance and luxury such as cannot be found in any other hotel in Vienna. The Ambassador Hotel in central Vienna has a marvelous location on Kärntner Straße. The State Opera, St. Stephen's Cathedral, the Imperial Palace and the Musikverein are in the immediate vicinity. The HOFBURG Vienna is in walking distance.
© http://www.ambassador.at

Booking deadline: October 19, 2011
To make your room reservation please use the booking form.

Hotel Astoria
Austria Trend Hotel Europa Wien

Kärntner Straße 32-34
1010 Vienna, Austria
Phone: +43 1 515 77 88
Fax: +43 1 515 77 82
E-Mail: reservierung.astoria@austria-trend.at
www.austria-trend.at

Standard category

Single room:	180,- € per room/night
Double room:	180,- € per room/night
Breakfast:	15,- € per person/night

Close to both the Vienna State Opera and St. Stephen's Square, you will be greeted by a vibrant ambience set against the fascinating backdrop of this world-famous cosmopolitan city.
This upscale hotel serves as an ideal base from which to explore all of the cultural highlights which downtown Vienna has to offer. The HOFBURG Vienna is in walking distance.
Furniture in the style typical of fin-de-siècle Vienna combines timeless elegance with tradition and comfort.
© http://www.austria-trend.at/Hotel-Astoria

Booking deadline: October 31, 2011
To make your reservation please use the booking form.

Hotel Mercure Josefshof Wien

Josefsgasse 4-6
1080 Vienna, Austria
Phone: +43 1 404 19 702
Fax: +43 1 404 19 170
E-Mail: reservierung@josefshof.com
www.josefshof.com

Superior category

Single room:	139,00 € per room/night
Double room :	139,00 € per room/night
Breakfast:	15,00 € per person/night

The Mercure Josefshof Wien is a charming 4-star-hotel in the city with traditional Viennese flair and modern facilities. Situated in the old town overlooking a quiet road. The hotel is located close to the Rathaus (City Hall), the Parliament (Parliament) and the Ringstraße.
© http://www.josefshof.com

Booking deadline: October 11, 2011
To make your reservation please use the booking form.